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S-E-C-R-E-T

CODIB-D-111/1.1
23 July 1964

File

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Content Control Task Team - I

Attached for discussion at the next meeting is a draft task statement submitted by the Terra Chairman.

25X1

Secretary

S-E-C-R-E-T

GROUP I
Excluded from automatic downgrading and declassification

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ILLEGIB

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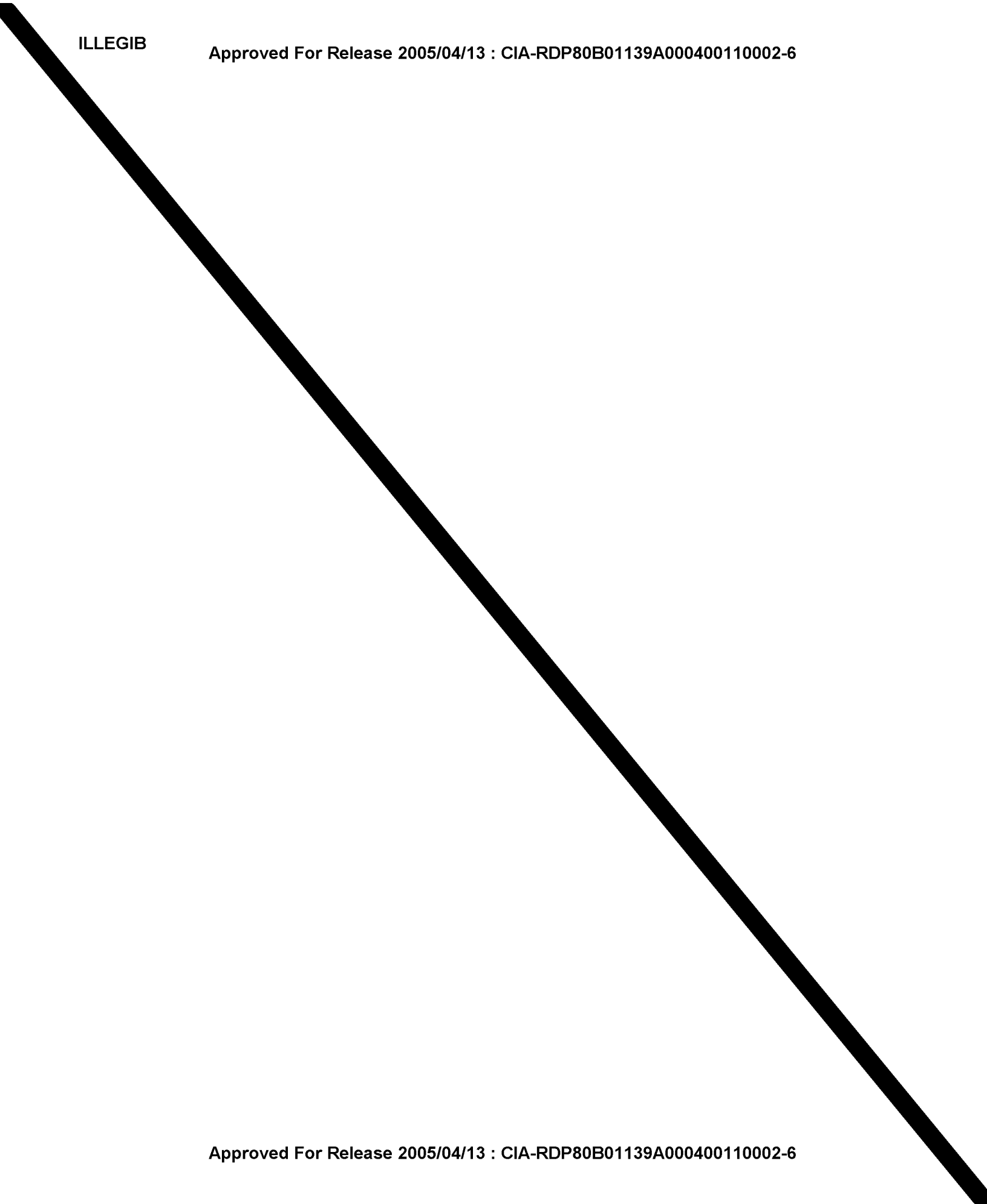

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III. Tasks

A. Identify the major producers of intelligence items and the distribution pattern through which these items flow. (The SCIPS data base will be a useful point of departure).

B. Review existing subject codes with special emphasis on those which are used by analysts to express their intelligence interests.

C. Develop a tentative subject code to satisfy the objective.

D. Recommend procedures for implementing and monitoring the suggested code.

E. Estimate the amount and type of training required.

F. Report to CODIB. First progress report due for October meeting.

IV. Membership

Participants must have minimum secret clearance and others as appropriate to their parent producing component. Knowledge of local production procedures and some experience with indexing/coding are applicable to the above initial tasks. Participants should be assigned from the following components: DIA/Acquisitions; NSA/Production Staff; NPIC/Support Staff; DD/P/FI Reports or IR; State/RM or Dip Tel Branch; Foreign Document Division; Foreign Broadcast Information Division; CIA/Contacts Division; CIA/OCR; DIA/MF. About 40 - 60 hours will be required of each participant during this period.

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ATTACHMENT B
SCIPS-M-38
12 June 1964

STATEMENT OF INITIAL OBJECTIVES (SIO)

CONTENT CONTROL PROBLEM GROUP

I. PROBLEM GROUP OBJECTIVE:

To devise a plan whereby a common system of identifying the substantive content of intelligence items/files could be instituted in the Community.

II. INITIAL PROBLEM PARAMETERS:

A. SCOPE - 1. All subjects and all areas (except U.S.)

2. All sources and classifications

3. Problem includes application and maintenance of codes

B. CHARACTERISTICS - 1. Relatively shallow

2. Requires little indexing training

3. More than title but less than "deep"

4. Provide good discrimination through correlation with other elements

5. Value is in commoness rather than sophistication

C. CONSTRAINTS - 1. Must provide for community-wide subject/area interests

2. Must be applicable to the bulk quantity of intelligence items

3. Must be applicable [redacted] across source systems

4. Must be practicable to points of application

5. Must require a minimum of maintenance and policing

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III. INITIAL PROBLEM GROUP TASKS:

1. Review SCIPS work on subject and data base on file elements

2. Review present subject and area codes now in use

3. Identify bulk series and issuing points and estimate volumes

4. Develop tentative subject and area codes or definitive characteristics

5. Estimate individual and aggregate effort requirements at application points

6. Obtain preliminary views on feasibility by application units

7. Determine additional tasks required to develop system

8. Report to CODIB the results of the initial tasks

IV. SCHEDULE:

1. Problem group members to be designated by 15 July

2. Initial report to CODIB to be ready by 28 September 1964

V. MEMBERSHIP:

Participants must have minimum secret clearance and others as appropriate to their parent producing component. Knowledge of local production procedures and some experience with indexing/coding are applicable to the above initial tasks. Participants should be assigned from the following components: DIA/Acquisitions; NSA/Production Staff; NPIC/Support Staff; DD/P/FI Reports or EI RI; State/RM or Dip Tel Branch; Foreign Document Division; Foreign Broadcast Information Division;

25X1 [redacted] CIA/OCR; DIA/MS

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IV. GUIDANCE:

The problem group will be under the guidance of the CODIB. [redacted] About 40-60 hours will be required of each participant during this period.

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23 July 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE [illegible] CIRCULATION

Content [illegible] Task Team I

Attached for discussion at the next meeting is a draft task statement submitted by the Team Chairman.

[redacted]
Secretary

25X1

GROUP 1
Excluded from automatic
downgrading and
declassification

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SECRET

ATTACHMENT B
SCIPS-M-30
12 June 1964

STATEMENT OF INITIAL OBJECTIVES (SIO)

CONTENT CONTROL PROBLEM GROUP

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5. Must require a minimum of maintenance and

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25X1 [redacted] CIA/OCR; DIA/IS

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